



F02 Staff reporting form

Use this form for concerns affecting you or another staff member. Complete what you can. An initial verbal report is also accepted under the pathway. Complete evidence and a completed form are not prerequisites for raising a concern.

If anyone is in immediate danger, call 000. For student safety concerns, also use the safeguarding pathway. Do not send to a person involved in the concern.

Print this form and complete it by hand. Submit the completed paper form privately to an appropriate person in the contacts table at the end of this form, also listed in section 4 of F01 Reporting guideline.

1 Your details and safe contact

Your name and role or indicate anonymous

Safe contact method and times including any communication to avoid

Date submitted and person or role receiving this report

Support person interpreter or access adjustments requested

- I am reporting:
- ☐ my experience
 - ☐ something I witnessed
 - ☐ a concern shared with me
- Purpose:
- ☐ advice
 - ☐ record a concern
 - ☐ request a response
 - ☐ unsure

Anonymous reports will be considered, but may limit clarification and updates. Confidentiality has limits where information is needed for safety, fairness or lawful action.

2 What happened

Person or people whose conduct is being reported and their work roles

Date time location or digital channel of the incident

Approximate dates are acceptable. For several incidents, attach additional copies of the What happened section.

Describe what was said or done and the surrounding circumstances

Use specific behaviours and words where possible. Separate what you experienced or observed from what others told you. You do not need to label the behaviour.

Earlier or related incidents and whether the behaviour is continuing

Witness names, roles and what each person directly saw or heard

Include safe contact details if known and appropriate, and any concerns about contacting a witness. Distinguish direct observations from information shared by others. You do not need to approach witnesses or obtain a statement before reporting.

3 Safety impact and requested response

Current safety concerns including possible retaliation or risk of harm

What needs attention now? You do not need to provide a diagnosis or detailed medical history.

Effect on your work participation or wellbeing

Documents messages or other information available

List items and dates. Keep originals and provide copies through the agreed secure channel. Avoid unrelated student, colleague or third-party information.

Steps already taken and any response received

Preferred next steps and immediate adjustments that may help

Your preferences will be considered. The handler will explain if safety or other obligations require a different response.

I have described events as accurately as I can and identified uncertainties. This statement does not waive any rights or authorise unrestricted disclosure.

Name or signature and date

Office use: Case reference _____ Received by _____ Date _____

Support while raising a concern

You can seek support before, during or after reporting. Use a safe private device and contact method if you are concerned someone else may monitor your communications.

Support service	How to contact and access support
Beyond Blue	Mental health support www.beyondblue.org.au/
Lifeline	Crisis support www.lifeline.org.au/
1800RESPECT	Domestic, family and sexual violence support 1800respect.org.au/
eSafety Commissioner	Online harm advice and reporting www.esafety.gov.au/report
IEU Queensland and NT	Workplace advice; membership conditions apply ieuqnt.org.au/
WorkSafe Queensland	Workplace safety and bullying guidance www.worksafe.qld.gov.au/
WorkingWell	Employee assistance. 1800 142 422 working-well.org.au/
Relationships Australia Bundaberg	Relationship and family counselling. 1300 364 277 raq.org.au/locations/bundaberg/
Phoenix House Bundaberg	Counselling. 07 4153 4299 phoenixhouse.com.au/

School support and next steps

Ask the verified complaints contact about a support person, counselling or the employee assistance service, leave advice and temporary work adjustments.

The glossary in F01 explains key terms used in this form.

Reminder: print this form, complete it by hand and submit the paper copy privately. This website does not collect or send reports.

Role	Name and secure contact
Primary staff complaints contact	Jaycie Drahohms, Employee Relations, Staff Support Officer 4150 7166 or j.drahohms@wrenvale.edu.au
Alternative complaints contact	David Wruk, Employee Relations, Staff Support Officer 4150 7167 or d.wruk@wrenvale.edu.au
Employer representative	Thomas Ree, District Manager, CEDR 4350 8892 or t.ree@cedr.edu.au
WHS contact and staff support services	Natalie Nosambei, WHS Officer, Wrenvale 4150 7134 or n.nosambei@wrenvale.edu.au